VA Student Trainee Experience Program (VA-STEP)

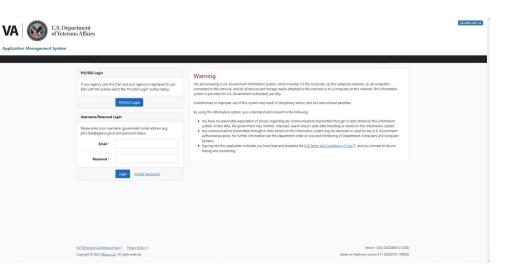
VA-STEP Selection Committee Processes (Student Acceptance Instructions)

Office of Workforce Management and Consulting (Scholarships and Clinical Education)





Student Acceptance Instructions



Login to AMS

Go To: (https://vaams.intelliworxit.com/webapp/auth/logi n.view)

"SSO Login" on the bottom left

"**VA (External)**" from dropdown menu

Continue

Login with ID.me

Enter ID.me Email and Password

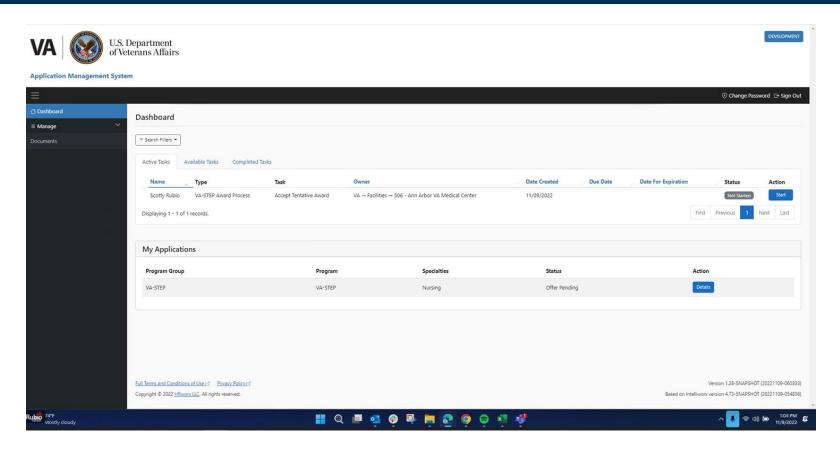
Note: ID.me email. If the ID.me email does not match the email address you entered into the initial application, email VHAVA-STEPSupport@va.gov to

change the email address on your initial

application.



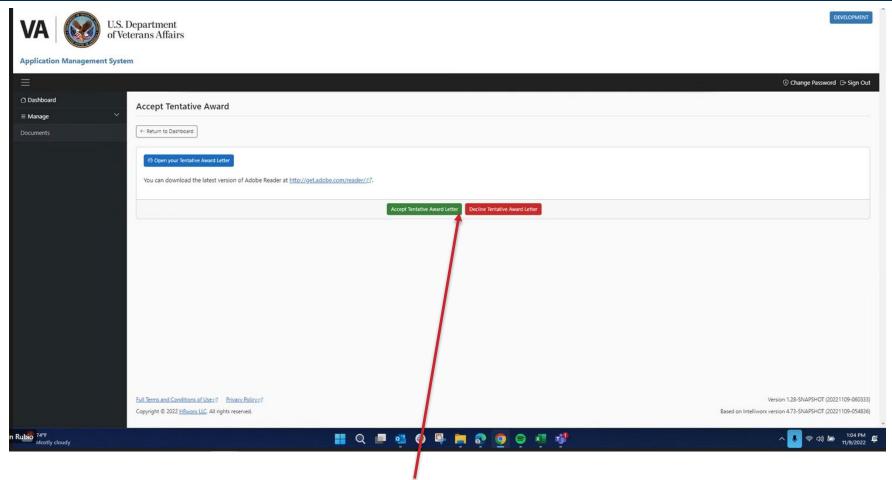
Tentative Award Notification (Student)



The student will receive a tentative award notification once the Selection Committee Chairman selects the VA-STEP applicant for inclusion into the program. **This tentative offer, does not take the place of HR functions to onboard the student into a position.**



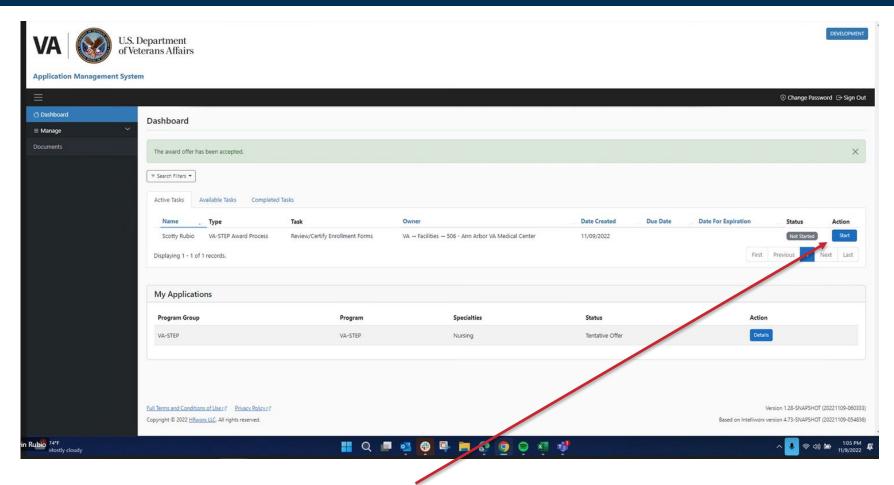
Tentative Award Notification (Student)



The student will Either Accept or Decline the award. The facility representative will receive a notification from the system letting them know the student's decision.



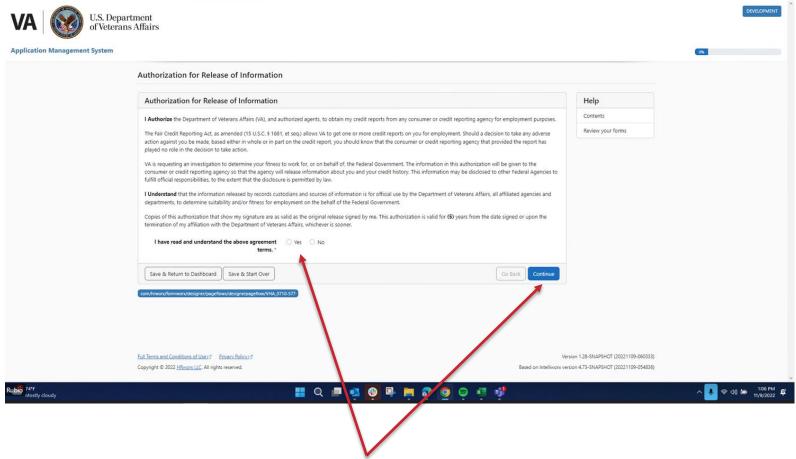




The student will receive an email with the task to review the submitted documents and certify the award.

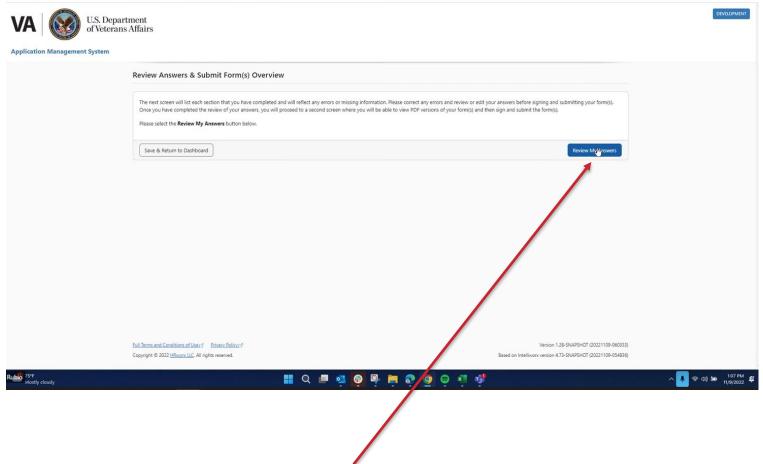






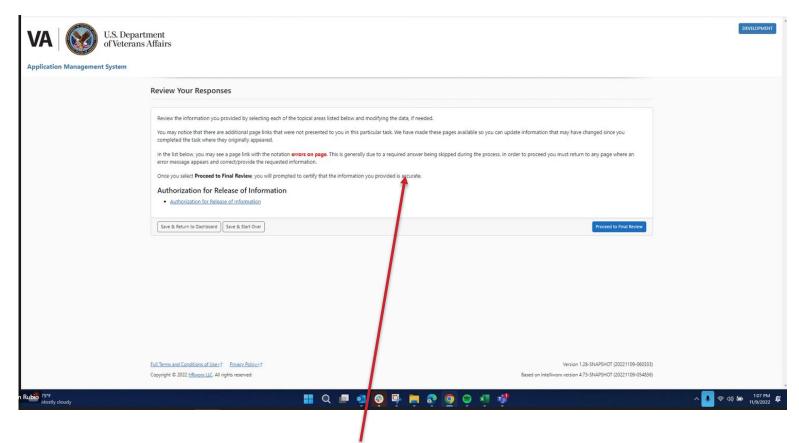
The student will agree to the ROI and the Continue.





The student will Review My Answers.

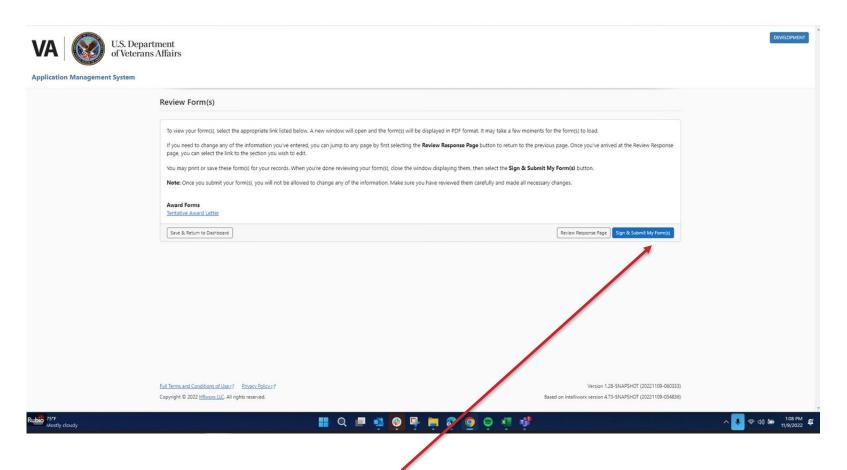




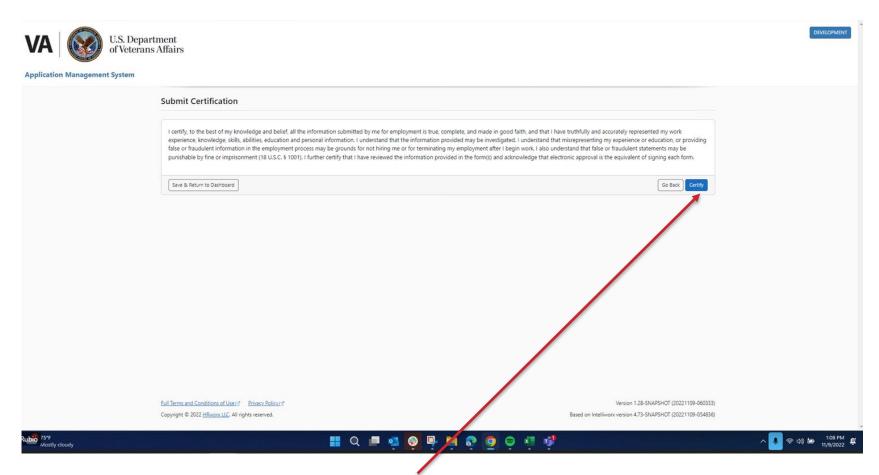
The student will Proceed to Final Review.



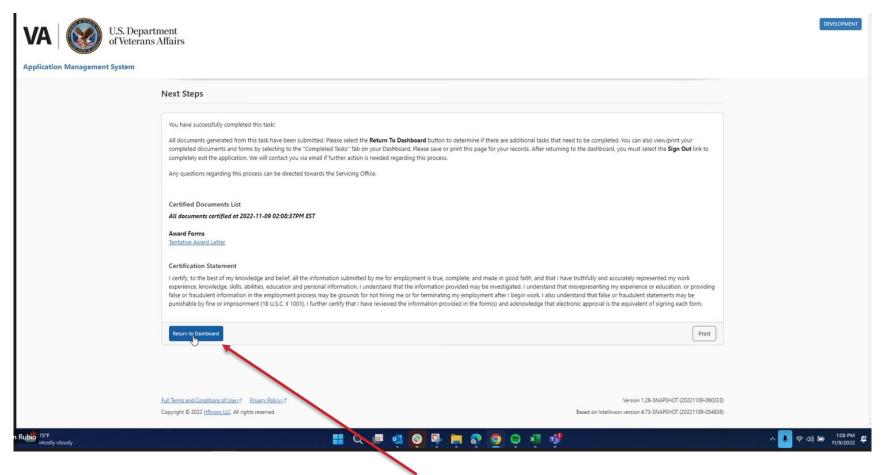




The student will Sign and Submit Forms.



The student will complete a final Certification.



Now that the acceptance and certification is complete, the student can return to the Dashboard with no further actions.

Questions

Direct Questions to:

VHAVA-STEPSupport@va.gov

